



*Friends of the*

## **Corpus Christi Museum of Science & History**

1900 N. Chaparral Corpus Christi, TX 78401 (361) 826-4667

|                                      |                                                                                                        |
|--------------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>                    | Custodian/Events Helper                                                                                |
| <b>Status:</b>                       | Part-Time                                                                                              |
| <b>FLSA Code:</b>                    | Non-Exempt                                                                                             |
| <b>Report to:</b>                    | Visitor Experience & Museum Store Director                                                             |
| <b>Supervisory Responsibilities:</b> | This job has no supervisory responsibilities.                                                          |
| <b>Who May Apply?</b>                | All persons legally authorized to work in the United States and meet minimum education and experience. |
| <b>Salary:</b>                       | Hourly employee, \$13.00 per hour                                                                      |
| <b>Positions Open Until Filled</b>   |                                                                                                        |

### **Position Summary:**

Under the direction of the Visitor Experience & Museum Store Director or designated Custodian, the Custodian/Event Helper will clean and maintain the Museum's exhibits, facilities, and galleries. Assist with event set-ups and breakdowns. Must have open availability on evening, nights, weekends and holidays is mandatory.

### **Essential Duties and Responsibilities:**

- The Custodian/Event Helper may use manually operated tools, electrically powered machines, cleaning compounds, solvents, and chemicals.
- Perform all tasks necessary to maintain the required level of cleaning in all areas of the museum, as assigned by the Lead Custodian.
- Reports duties accomplished, as well as property that is damaged, missing, or malfunctioning.
- Must be comfortable communicating with vendors, clients, and resolving day-to-day challenges.
- Testing audio and visual equipment.
- Ensuring health and safety practices are followed.
- Ability to work in a fast-paced environment during rentals, and special events.
- Responsible for the careful handling and safety of the collections while completing their work.
- Ability to work alone and as a team member.
- Detail-oriented
- No supervisory duties
- Previous janitorial experience is preferred.
- Must be able to lift 50 lbs.
- Ability to work flexible hours, including evenings, nights, weekends holidays and, on occasion, overtime.
- Other duties as assigned.

Please note that this job description is not intended to be a comprehensive listing of all activities, duties, or responsibilities required of the employee in this role. Duties, obligations, and activities are subject to change at any time, with or without notice.



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### **Compensation:**

1. Hourly Salary Range: \$13.00
2. Staff free parking
3. Discounted admission and purchases.

### **Employment Classification:**

Non-exempt. A non-exempt employee is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act and associated regulations. Non-exempt employees are required to be paid overtime at the rate of time and one-half their regular rate of pay for all hours actually worked beyond forty hours in a workweek, in accordance with applicable federal wage and hour laws. Sick leave, holiday, and vacation time cannot be used in calculating overtime.

The job description for this position is intended to provide an overview of responsibilities and is not meant to be considered all-inclusive.

### **Closing Statement:**

- Selected applicants must be able to pass a background investigation.
- Any position that lists a minimum qualification for education level and license/certification will require the applicant to provide proof of documentation if selected for hire.
- This position is part-time, not to exceed a 29-hour work week, and is non-exempt from Fair Labor Standards and Practices overtime compensation requirements. Employee must be available and able to work non-traditional hours, including evening, nights, weekends and holidays.
- The job description for this position is intended to provide an overview of responsibilities and is not meant to be considered all-inclusive.
- Please submit a cover letter and resume to [careers@ccmuseum.com](mailto:careers@ccmuseum.com). As the first step in your application's evaluation, please type your last name and the position you're applying for in the subject line. Should your application be advanced, we will request authorization for a background check, and references.



**1900 N. Chaparral St.  
Corpus Christi, TX 78401**

## EMPLOYMENT APPLICATION

*Your application will be reviewed in detail. The decision on which applicants will be interviewed will be based on the information you provide within the format given herein. You may attach your resume to this application but it will not be accepted in lieu of an application.*

*Our policy is to provide equal employment to all qualified persons without regard to race, creed, color, religious belief, sex, sexual orientation, age, national origin, ancestry, physical or mental disability or veteran status.*

### PERSONAL INFORMATION:

Name: \_\_\_\_\_

Complete Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you a U.S. citizen or authorized by INS to work? *(Documentation will be required)* ☐ Yes ☐ No

Have you ever been convicted of a felony? *(This will not necessarily affect your application)* ☐ Yes ☐ No

If yes, please explain:

Are you bi-lingual? ☐ Yes ☐ No In what language/languages? \_\_\_\_\_

### EMPLOYMENT DESIRED:

Position applying for: \_\_\_\_\_

Have you ever applied for employment here? ☐ Yes ☐ No

When \_\_\_\_\_ What position? \_\_\_\_\_

Have you ever been employed by this company? ☐ Yes ☐ No

When \_\_\_\_\_ What position? \_\_\_\_\_

Are you presently employed? ☐ Yes ☐ NoMay we contact your present employer? ☐ Yes ☐ No

Supervisor Name: \_\_\_\_\_ Position: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Are you willing to travel? ☐ Yes ☐ NoDo you have an automobile? ☐ Yes ☐ No

Valid Driver's License Number: \_\_\_\_\_

State: \_\_\_\_\_

Can you provide proof of auto insurance? ☐ Yes ☐ No Date you can begin employment: \_\_\_\_\_**EDUCATION:**

High School

Location

Graduate ☐ Yes ☐ No

\_\_\_\_\_

\_\_\_\_\_

GED ☐ Yes ☐ No

College

Location

Degree Obtained and Major

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Can you provide proof of your education? ☐ Yes ☐ No *(Documentation will be required)*Are you planning to continue your studies? ☐ Yes ☐ No

If yes, where and what courses of study? \_\_\_\_\_

**COMPUTER SKILLS:**

Typing Speed in WPM: \_\_\_\_\_

- List all the Computer Software that you are **proficient** in and describe your experience and skills in each.

**WORK EXPERIENCE:** Please list employment for the last five-(5) years starting with most recent employment.

|                     |  |           |  |         |  |
|---------------------|--|-----------|--|---------|--|
| Employer:           |  | Date From |  | Date To |  |
| Address:            |  |           |  |         |  |
| Position/Title:     |  |           |  |         |  |
| Responsibilities:   |  |           |  |         |  |
| Reason for Leaving: |  |           |  |         |  |

|                     |  |           |  |         |  |
|---------------------|--|-----------|--|---------|--|
| Employer:           |  | Date From |  | Date To |  |
| Address:            |  |           |  |         |  |
| Position/Title:     |  |           |  |         |  |
| Responsibilities:   |  |           |  |         |  |
| Reason for Leaving: |  |           |  |         |  |

|                     |  |           |  |         |  |
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| Responsibilities:   |  |           |  |         |  |
| Reason for Leaving: |  |           |  |         |  |

|                     |  |           |  |         |  |
|---------------------|--|-----------|--|---------|--|
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| Address:            |  |           |  |         |  |
| Position/Title:     |  |           |  |         |  |
| Responsibilities:   |  |           |  |         |  |
| Reason for Leaving: |  |           |  |         |  |

*Attach an additional sheet if needed to list all employments in the last 5 years*

**REFERENCES:**

List three references (**two of whom must be former employers**), not related to you, whom you have known more than one year.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Years Known: \_\_\_\_\_

Please tell us which responsibilities outlined in the accompanying job description are most suited to your skills and why:

Please tell us which responsibilities outlined in the accompanying job description will be most challenging or even difficult for you to fulfill and why:

Please help us make an informed decision on you as an applicant. What is it that makes you stand apart from other qualified applicants?

Please list your anticipated rate of compensation for this position: \$ \_\_\_\_\_

**(applications without this information will not be considered)**

*Thank you for your time and careful consideration in completing this application. Please be assured that we will also take time and careful thought in our consideration.*

**PLEASE READ BEFORE SIGNING:**

I acknowledge the importance of telling the truth on this application and any associated documents (herein "application"). I affirm that all of the information provided by me on this application is true to the best of my knowledge. The information is also not intended to mislead The Corpus Christi Museum of Science and History in any way about my qualifications or background. If I have omitted any information or provided information that is false or misleading, my application will be rejected, and I will not be eligible for employment. In addition, if it is later learned that any information on this application is false or misleading, that I may be subject to discipline up to and including immediate discharge.

I authorize my previous employers, schools, or persons listed as a reference to give any information regarding employment or educational record. I agree that The Corpus Christi Museum of Science and History and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. In the event of any employment with this organization, I will comply with all rules and regulations set by the organization in any communication distributed to the employee.

I understand that employment with The Corpus Christi Museum of Science and History is "at will" which means that either this organization, or I may terminate the employment relationship at any time, with or without prior notice.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_